



HOW TO MAKE THE MOST OF THE IDTA EXAMINATION AND MEDAL TEST SYSTEM

*With thanks to
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Published by
INTERNATIONAL DANCE TEACHERS' ASSOCIATION
December 2005

F O R E W O R D

The aim and object of this booklet is to help you to understand the IDTA Examination system and to make it work for you.

Great success needs planning and planning includes organising your examination sessions to make maximum use of the first class administration provided by the IDTA and maximum use of the comprehensive syllabus.

WHY HAVE AN EXAMINATION SESSION?

This is the logical way to maintain interest and keep your students coming on a regular basis. It sets a system of custom and practise in your school. It brings in extra revenue. It enables you to become involved in Area Medallist promotions and The Nationwide (Ballroom) Theatre Dance Awards (Theatre).

BASIC PRINCIPLES

Every session is different. Yours is unique to you. Use the syllabus and make it work for you. Establish principles in your own school based only on the good practice that you have learned from experience. Just because the teacher you trained with followed a certain practice does not mean that the same practice is ideal for you. This is a time of change and we all need to move with the times. The IDTA syllabus is excellent, but think of it as a living, breathing item, which frequently changes. Go with it, accept new ideas and you will be rewarded.

PROCEDURE

Apply to the IDTA office at Brighton for the appropriate Examination Session Request forms. Fill in the forms as accurately as possible, i.e. your own full address, post code, telephone number (including mobile) and the full address, postcode and telephone number of the venue where the examinations are to

take place (the postcode is most important). Return the form to the office at least six weeks before the chosen examination date. Professional forms including fees must be sent at the same time. Do not send any fees for amateur tests at this stage.

DATES

State your preferred date plus an alternative in the busy season if possible. Consider which day is most convenient. Could be Sunday or any other day. Consider Saturday afternoon immediately after the classes. This could reduce costs. What about midweek?

APPROXIMATE NUMBER OF TESTS

Examiners are never irritated if a session is slightly shorter or longer than stated, but in showing approximate numbers please be realistic. Within 10% either way is acceptable. Post the request form. The session will be confirmed by head office and the report forms allocated. The name of the appointed examiner will be sent to you as soon as possible.

TIMETABLE

You decide the running order. You do not have to start with the lowest grades and work upwards. Arrange the day to suit you and your students. Prepare a timetable and send a copy to the examiner,

envelope provided, at least seven days prior to the session, together with directions to your studio. Allow one minute per dance for single entries and two minutes for groups. (Ballroom). Please refer to the current syllabus for details of timings and numbers per examination (Theatre).

A normal working day is 8 hours excluding breaks. A guide for breaks would be 10 minutes for coffee, 30 minutes for lunch and 10 minutes for tea. In this respect once your examiner has been allocated, it is advisable to contact him/her before you compile your timetable. If you would like to have a session, but have insufficient entries to meet the minimum fees you may share a session with another teacher. This can only be arranged through Head Office in the first instance.

PARTNERING (Ballroom)

From the earliest stage encourage students to dance together. Most schools do not have enough boys. If that is the case in your school, encourage girls to dance together from Rosettes onwards.

One Rosette candidate can dance with another candidate or be partnered by children or adults from other classes. In an examination situation, students could then dance twice. First for their own examination and then dance as a partner with another candidate. This will not affect the basic one-

minute per dance, but does give both parents and candidates the feeling that the test is of consequence.

Eventually, when partners are established you have an immediate entrée to the medallist promotions and ultimately, Nationwide Medallist of the Year event, both these promotions can be very rewarding financially, e.g. extra classes and private lessons etc. and they are excellent for the morale of the school.

COSTS

Examination fees are set each year and are adjusted annually on the 1st September. Please find enclosed with this booklet a current fees list for both Ballroom and Theatre branches. Please note a handsome 25% cash discount is paid to teachers after a certain number of examinations have been reached (see fees list for details).

ADMINISTRATION COSTS

In addition to the fees the candidate pays to the IDTA, it is advisable that you charge an additional fee to the candidate to cover your costs on the day of the examination, i.e. studio hire, staff wages, refreshments etc.

This additional charge is entirely up to you and varies from school to school. A suggested additional fee is at least £1 per test and across the board.

COLLECTING FEES FROM CANDIDATES

It is advisable to ensure that you collect the fees from the candidates prior to their examination day, because you will be too busy on the day of the examination. A good idea is to give the candidate an envelope with the following information typed on it. The examinations they will be taking, the fees payable, the venue, the date, the time and the date of the Presentation Event. This envelope to be returned to you one week prior to the examination date.

WHAT HAPPENS AFTER THE EXAMINATION HAS TAKEN PLACE?

The Examiner will return the report forms to IDTA's head office in Brighton as soon as possible after the examination session.

Report forms will be processed and returned to you along with the invoice for the number of examinations which have taken place. You will only be charged for the examinations which took place, so if anyone does not turn up on the day, you will not be charged for these examinations.

PAYING FOR THE EXAMINATION SESSION

You can either give the Examiner a blank cheque on the day of the examination or, alternatively, you can wait until you receive your reports and invoice and then pay.

On receipt of payment your awards and certificates will be despatched to you.

PRESENTATION EVENINGS AND SCHOOL SHOWS

Another very profitable idea is to arrange either a presentation evening or a school show where the successful candidates will have their awards presented to them.

There would obviously be a charge for people to attend.

The parents, children and adult candidates love these presentation evenings and they can be an excellent shop window and advertising medium for your school when candidates invite friends and relations to see them collect their awards.

PUBLICITY

Posters portraying all the awards and other publicity material are available from IDTA Sales at a minimal cost. These are well worth displaying in your school.

BALLROOM BRANCHES EXAMINATION SYLLABUS

AGES 3 - 8 ROSETTES - BALLROOM

Introduce your children to these superb awards. A banner with rosettes of different colours to denote each dance.

Twelve from fifteen simple set routines covering Ballroom, Latin and Sequence together with a fun dance of the teacher's choice.....easy to teach and easy to learn.

Note. No more than three Rosettes may be taken at any one examination session.

AGES 3 - 8 ROSETTES - FREESTYLE

Twelve simple routines arranged by the teacher plus one other fun dance of the teacher's choice. This may be a party dance or from any rhythm.

Note. No more than three Rosettes may be taken at any one examination session.

AGES 6 - 10 STARDANCE AWARDS - BALLROOM

Twelve from fifteen simple set routines including Mambo and Salsa plus a simple fun dance of the teacher's choice.

AGES 6 - 10 STARDANCE AWARDS - FREESTYLE

Twelve routines arranged by the teacher plus a simple fun dance of the teacher's choice.

SPECIAL NEEDS - ALL AGES

Both Rosette and Stardance routines are suitable for special needs candidates.

ALL AGES - SOCIAL DANCE AWARDS 1,2,3 AND 4

The perfect medium in which to introduce any dance style.

Dances may be from one branch or, better still, a combination from all branches, for example -

Social Dance 1	Social Foxtrot
Social Dance 2	Jive and Electric Slide
Social Dance 3	Freestyle, Tango and Salsa
Social Dance 4	Square Tango, Waltz, Mambo and Ragtime Swing.

The permutations are endless..... the choice is yours.

So far you have a minimum of **forty** tests available before the One Dance Test. This routine brings quality in your pupils and quantity in your business.

ALL AGES ONE DANCE TEST

The choice is endless.

One Dance Ballroom Five dances including the
Viennese Waltz

One Dance Freestyle One dance of the teacher's
choice.

One Dance Latin Six dances including Mambo

One Dance Classical
Sequence A minimum of eighty-two
dances plus all the prize
winners from 1994 onwards

One Dance Modern
Sequence A minimum of one hundred
and forty dances plus all the
prize winners from 1994
onwards

One Dance Rock 'n' Roll

One Dance Country Line

One Dance Club Dance

One Dance Cheerleading

One Dance Dance Exercise

Having exhausted those, what comes next?

THE FOLLOWING EXAMINATIONS ARE AVAILABLE IN ALL BRANCHES INCLUDING FREESTYLE

ALL AGES BRONZE MEDAL

BRONZE MEDAL 1 Two dances from one branch including Freestyle, e.g. Waltz and Quickstep

BRONZE MEDAL 2 Two different dances from one branch including Freestyle, e.g. Foxtrot and Tango

ALL AGES SILVER MEDAL

SILVER MEDAL 1 Three dances from one branch including Freestyle, e.g. Rumba, Samba and Jive

SILVER MEDAL 2 Three different dances from one branch including Freestyle, e.g. Waltz, Quickstep and Foxtrot (not Viennese Waltz)

From there to -

ALL AGES GOLD MEDAL

GOLD MEDAL	Four dances from one branch including Freestyle (in Ballroom, not Viennese Waltz. In Latin, Rumba is compulsory.
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ALL AGES GOLD BARS

GOLD BARS 1-3	Four dances from one branch including Freestyle
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ALL AGES IDTA STARS

IDTA STAR 1	Four dances from one branch including Freestyle. In Latin, Rumba is compulsory. In Sequence, Waltz is compulsory but candidates over 45 years may substitute a sequence in $\frac{3}{4}$ time
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IDTA STARS 2 - 5	Four dances from one branch including Freestyle. In Latin, Rumba is compulsory.
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ALL AGES PRESIDENT'S AWARD

PRESIDENT'S AWARD 1

Four dances from one branch including Freestyle.
In Latin, Rumba is compulsory.
In Sequence, Waltz is compulsory but candidates over 45 years may substitute a sequence in $\frac{3}{4}$ time.

PRESIDENT'S AWARD 2 - 4

Four dances from one branch including Freestyle.
In Latin, Rumba is compulsory.

ALL AGES INTERNATIONAL AWARD

INTERNATIONAL AWARD 1

Four dances from one branch including Freestyle.
In Latin, Rumba is compulsory
In Sequence, Waltz is compulsory but candidates over 45 years may substitute a sequence in $\frac{3}{4}$ time.

INTERNATIONAL AWARD 2 - 4

Four dances from one branch including Freestyle.
In Latin, Rumba is compulsory.

ALL AGES INTERNATIONAL SUPREME AWARDS

INTERNATIONAL SUPREME AWARD 1	Four dances from one branch including Freestyle. In Latin, Rumba is compulsory.
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INTERNATIONAL SUPREME AWARD 2-4	Four dances from one branch including Freestyle. In Latin, Rumba is compulsory.
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ALL AGES INTERNATIONAL SUPREME CERTIFICATES

INTERNATIONAL SUPREME CERTIFICATES	Four dances from one branch including Freestyle. In Latin, Rumba is compulsory.
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Candidates who have obtained International Award 4 or International Supreme Award 4 may continue to take International Certificates for an indefinite period.

ALL ROUND EFFICIENCY (A.R.E.)

All round efficiency tests are available in all grades, as above, from Bronze medal upwards. The number of dances remains the same at each level, but the dances can be a mixture of any dances whatsoever.

DOUBLE AWARDS

Ladies may enter for any test dancing as man. Men may enter for any test dancing as a lady.

MUSICAL THEATRE SYLLABUS (for both Ballroom and Theatre branches)

The Introduction of **The Musical Theatre Syllabus** for both Ballroom and Theatre schools provides a wonderful opportunity to explore the exciting world of Musical Theatre. The aims of the examination are to combine Singing, Drama and Dance. Many skills relevant to the Theatre are covered in the learning process. It is a group examination comprising between 4 and 12 performers and is divided into Introductory and 5 Stages plus medal tests at Introductory Bronze, Silver, Gold and Gold Bar.

This tremendous range of Social and Technical Examinations and tests lays out a great training ground for dancers from all angles and when used effectively provides substantial revenue for schools.

THE BIG DAY

The aim is to make this special day as enjoyable as possible for all concerned. If it is your first session you will be apprehensive but with careful planning everything should be perfect.

Checklist -



Is the studio warm enough for the examiner and, if not, is there a portable heater available?

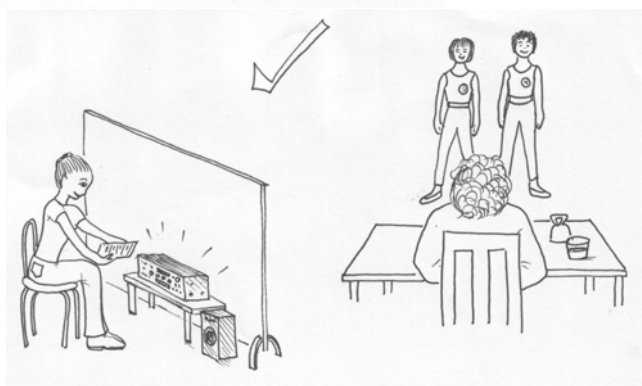
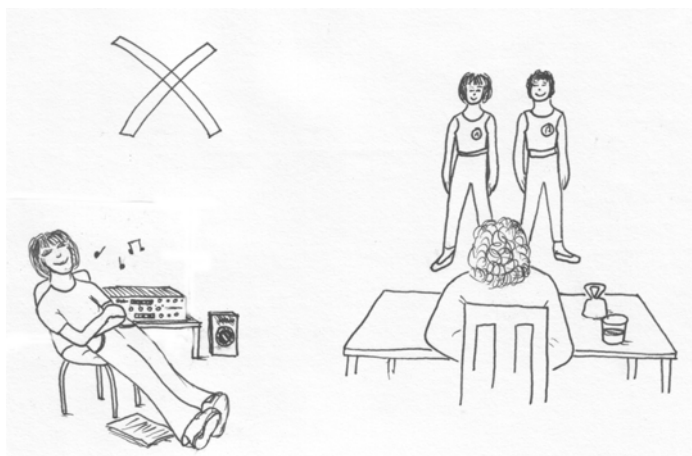


Is the table and the chair for the examiner the correct height? A cushion is practical.

A bell is essential for Theatre and desirable for Ballroom.

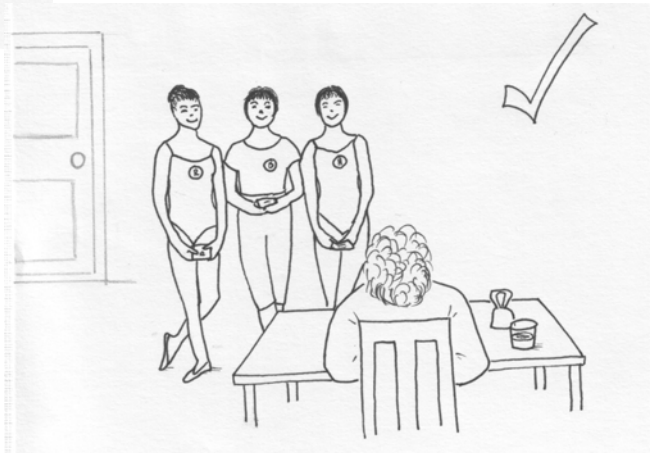
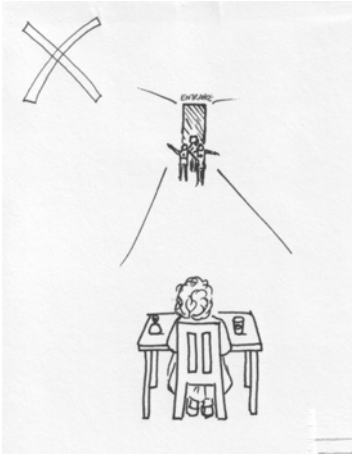
Mirrors must be covered for Theatre examinations.

The examiner does not require drinks on the hour every hour, but does like some refreshment, particularly where long days and long journeys are involved. A glass of water on the table is very acceptable.



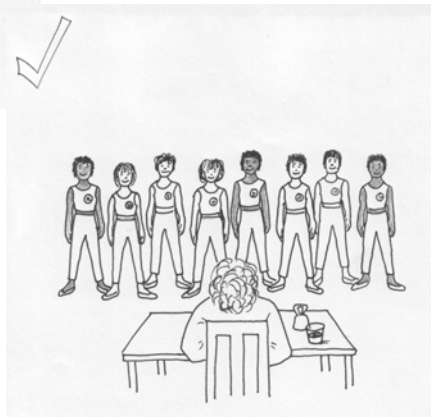
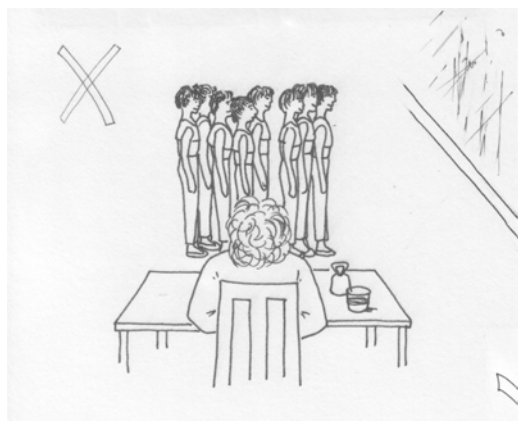
Be as efficient as possible. Try to organise someone with musical knowledge to look after the music and give him or her a timetable.

For Theatre, the music operator must be out of sight of the candidates.



Time will be saved by locating the examiner close to the entrance (but not in a draught) thereby eliminating unnecessary walking by the candidate, the partner and the teacher.

First impressions are important. Train your candidates to enter the examination room smartly and greet the examiner politely. Chewing gum is not acceptable.



When candidates are entered in groups, please give the candidate a number or an identification badge/sticker which corresponds with the timetable. Do make sure that the examiner has eye contact with each candidate.

Do ask parents to also bring children at a reasonable time before their examination to allow for changing and warm up.

Check that the uniform is as stated in the syllabus (Theatre) and appropriate shoes are worn (Ballroom and Theatre).

THEATRE BRANCH EXAMINATION SYLLABUS

There are an enormous number and variety of examinations and tests to suit all ages and levels of technique in the Theatre Syllabus. They can generally be divided into two categories: **Social and Technical**, with the technical offering graded examinations and tests from baby and beginners, once/twice a week pupils onwards, to Performers level for the keen and dedicated pupils aspiring to become Professional dancers. Every need and demand has been catered for!!!

Where to begin?

After reading through the current syllabus, the teacher chooses the Grades or Tests to suit his/her requirements - Social, Technical or a "Mix/Match" from either side. Remember the Examination session may comprise any combination of work.

SOCIAL TESTS

AGES 3 to 8 ROSETTES - THEATRE

An Award with a banner with rosettes of different colours to denote each dance. Twelve simple set routines covering Ballet, Tap, Theatre Craft, Modern Jazz, Gym and National together with a fun dance of the teacher's choice. *Note: No more than three Rosettes may be taken at any one Examination session*

AGES 3 to 8 ROSETTES - FREESTYLE

Twelve simple routines arranged by the teacher plus one other fun dance of the teacher's choice. This may be a party dance or from any rhythm.

Note: No more than three Rosettes may be taken at any one Examination session.

AGES 6 to 10 STARDANCE AWARDS - FREESTYLE

Twelve routines arranged by the teacher plus a simple fun dance arranged by the teacher

AGES 8 to 13 STARDANCE AWARDS - THEATRE

Twelve short set routines, techniques as for rosettes, plus a short dance of the teacher's choice.

ALL AGES

Both Rosettes and Star Dance Routines are suitable for **Special Needs** candidates

AGE - from 5 FREESTYLE TESTS

A series of tests covering Solos, Pairs, Trios and Teams. Rock 'n' Roll, Line Dancing, River Dancing and Dance Exercise tests are also offered.

AGE 14 + ADULT MEDAL TESTS

A series of tests, covering Solos, Pairs and Trios in Ballet, Tap, Theatre Craft, Modern Jazz and Jazz. The emphasis here being on enjoyment. 240 Medal

Tests in total are available, please see the syllabus for further details.

Good starters for young children are:

AGE from 3 PRE-JUVENILE GROUP AWARD
- an award with appealing and imaginative ideals for little ones.

The Primary Examination from the Schools and General Class Syllabus, from 5 years (see below)

Tricks and Tumbles from 4 years for the tiny, aspiring gymnast

Rosettes (see page 21 above)

THE SCHOOLS AND GENERAL CLASS EXAMINATIONS are for pupils concentrating mainly on Music and Movement, Mime and Folk Dance. There are five examinations from Primary - Grade 4 available from age 5. The examination is taken in groups of four or 2. The examiner directs the examination.

THE GENERAL DANCE PROGRAMME is offered primarily for members teaching in Educational Schools. It aims to promote healthy exercise, awareness of movement and appreciation of all styles of music. It also gains insight into some of the traditional dances of the British Isles and other

countries. There are six examinations available from age 5 from Primary to Grade 5 inclusive. The examination is taken in groups of four and the teacher conducts the examination. .

THE TECHNICAL DISCIPLINES,

Graded Examinations offer a logical and well-designed build up of disciplines aimed to gradually develop and achieve a level of technique in each subject.

Ballet	8 Grades:	Preparatory to Grade 6 2 Classical Awards
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Tap 7 Grades: Preparatory to Grade 5

Theatre Craft 7 Grades: Preparatory to Grade 5

Modern Jazz 7 Grades: Preparatory to Grade 5

Gymnastic Dance 8 Grades: Preparatory to Grade 6

Medal Tests are designed to encourage musicality and expression in performance combined with a standard of technique appropriate for the required level.

Ballet, Tap, Theatre Craft, Modern Jazz and Gymnastic Dance:

8 Solo tests: Juvenile to Third Gold Bar

8 Duo tests: Juvenile to Third Gold Bar

8 Trio tests: Juvenile to Third Gold Bar

Jazz:

15 Solo tests: Bronze to President's Award 4
15 Duo tests: Bronze to President's Award 4
15 Trio tests: Bronze to President's Award 4

Team Awards

Ballet, Tap, Theatre Craft, Modern Jazz and Gymnastic Dance:

18 tests: One dance to International
Supreme Certificate
Minimum number of dancers 4
Maximum number of dancers 16

Please refer to the syllabus for full details of the above Examinations and Tests

Progressing through and passing each grade and test can prove very rewarding and confidence boosting for the candidate. It also provides a “yardstick” for the teacher in assessing and categorising pupils.

THE PERFORMERS EXAMINATIONS are the final assessments for the students who wish to progress into the professional Theatre.

INTERMEDIATE: provides the student with sufficient skills in technique and performance to equip them for a training course at a dance college.

ADVANCED 1: available to candidates who have successfully passed the Intermediate. The programme provides the student with developed

technique and performance for a professional performing career.

ADVANCED 2: available to candidates who have successfully passed the Advanced 1. This programme provides the student with a high level of skills in performance enabling them to audition for professional employment.

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